

## WARFARE CENTER DEMO – NOA 894 PAY ADJUSTMENT (Use for Payout/Continuing Pay)

STEP	ACTION
1	Create the RPA from the Navigation List – Click on <b>Request for Personnel Actions</b> → <b>Salary Change</b> → <b>Pay Adjustment</b> or open the existing 894 RPA from the Civilian Inbox.
2	Complete the <b>REQUESTING INFO</b> Tab of the RPA: <ul style="list-style-type: none"> <li>Effective Date</li> <li>SSN (with dashes)</li> <li>NOA (use LOV or type it in) = <b>894</b></li> <li>Authority Code (use LOV or type it in) = <b>Z2U (P.L. 103-337)</b></li> </ul>
3	Complete the <b>POSITION DATA</b> Tab of the RPA: <ul style="list-style-type: none"> <li>Block 19 – step should be “00” – do not change</li> <li>Block 20-20C – enter new salaries</li> </ul>
4	Complete the <b>REMARKS AND ADDRESS</b> Tab of the RPA: <ul style="list-style-type: none"> <li>Part F – Remarks for SF-50 – <i>enter appropriate Remarks:</i>  <b>YYK</b> Continuing Points .....  <b>YYL</b> Point Value .....\$.....   If applicable:  <b>9W7</b> Salary cannot exceed maximum of the pay level or GS 13/10 for NT 05.</li> </ul>
5	Click on <b>&lt;Save&gt;</b> icon to save
6	Click on the <b>EXTRA INFORMATION</b> button and complete the following DDFS. Click <b>&lt;OK&gt;</b> and <b>&lt;Save&gt;</b> after completing each window.  <u><b>US FED AGENCY DATA</b></u>  Open the DDF to verify that blocks 41-44 have autopopulated, if not enter the correct data and save.  <u><b>NAVY WARFARE LABS BONUS INFORMATION</b></u>  Cont Pay Eff Date – enter effective date on RPA Cont Pay Amount – enter amount (i.e., \$1,435, input as 1435) Cont Pay Point Value – enter point value \$1,022, input as (1022)
7	Close <b>&lt;Extra Information&gt;</b> window to return to the RPA.
8	Click on the <b>&lt;Save&gt;</b> icon to route the RPA or to Update HR.

